

Charitable Contributions

Cash contributions include those paid by cash, check, electronic funds transfer, debit card, credit card, or payroll deduction.

The information needed for the cash charitable deduction is as follows:

1. The name of the charitable institution.
2. The dollar amount of the donation.

In order to deduct the cash contribution, we need copies of the following information:

1. A bank record that shows the name of the qualified organization, the date of the contribution, and the amount of the contribution. Bank records may include a canceled check, a bank statement, or a credit card statement.
2. A receipt, letter, or email from the qualified organization showing the name of the organization, the date of the contribution, and the amount of the contribution.

If the cash contribution is made via payroll deduction, provide a pay stub, Form W-2, or other document furnished by your employer that shows the date and amount of the contribution. Also, provide a pledge card or other document prepared by or for the qualified organization that shows the name of the organization.

For noncash contributions, the records you must keep depend on whether your deduction for the contribution equals \$500 or lower, over \$500 but not more than \$5,000, or over \$5,000.

In figuring whether your deduction is \$500 or more, combine all your claimed deductions for all noncash items donated to any charitable organization during the year.

When making any noncash charitable contributions that are \$500 or lower, (in aggregate), you must obtain and keep a receipt or letter from the charitable organization showing the following:

1. The name and address of the charitable organization.
2. The date of the contribution.
3. A reasonably detailed description of the property.

You must also maintain reliable written records for all of the items donated to charitable organizations. Your written records must include the following:

1. The name and address of the organization to which you contributed.
2. The date and location of the contribution.
3. A description of the property in detail that is reasonable under the circumstances.
4. The fair market value of the property at the time of contribution and how you figured the fair market value. If it was determined by appraisal, you should also keep a copy of the signed appraisal.

Charitable Contributions

If you claim a deduction over \$500 but not over \$5,000 for noncash charitable contributions, you must have the acknowledgement and written records described above relating to contributions that are \$500 or lower, (in aggregate), and must also include the following:

1. How you obtained the property, for example, by purchase, gift, bequest, inheritance, or exchange.
2. The approximate date you obtained the property or, if created, produced, or manufactured by or for you, the approximate date the property was substantially completed.
3. The cost or other basis, and any adjustment to basis, or property held less than 12 months and, if available, the cost or other basis of property held 12 months or more.

If you claim a deduction of over \$5,000 for a charitable contribution of one property item or a group of similar property items, you must have the acknowledgement and written records described above relating to contributions that over \$500 but not over \$5,000 in aggregate value.

You must also obtain a qualified written appraisal of the donated property from a qualified appraiser.